

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, October 8, 2012

LOCATION: Division of Fire and Rescue Services
Public Safety Training Facility
5370 Public Safety Place
Frederick, MD

ATTENDEES: Dennis Dudley, FPD; Dewey Foreman, HAZMAT Vol.; Richard Himes, FC-DFRS; Chip Jewell, FC-DEC; Tom Meunier, FC-DPW; Doug Orner, VFRA; Judy Peterson, Red Cross; Todd Johnson, Frederick CAA; David Chisholm, FMH; Steve Cooper, FC-DEP; Gregory Eyler, Thurmont PD; Robin Santangelo, County Manager's Office

Chairman Dudley called the meeting to order at 0835 hours, followed by introduction of those in attendance.

MEETING MINUTES:

- A motion was made by R. Himes and seconded by D. Orner that the minutes of the August 13, 2012, meeting, with corrections, be accepted. The motion passed unanimously.

COMMITTEE REPORTS:

- External Committee
 - No report.
- Internal Committee
 - No report.

OLD BUSINESS or INFORMATION:

- Report on 2012 joint DFRS/LEPC functional drill and LEPC EOC table-top exercise
 - S. Cooper reported that the After Action Reports were being finalized and that the contract with the vendor would be closed out soon.
- Calendar year 2013 LEPC Drill/Exercise discussion
 - R. Himes stated he is waiting for CSX to get back to him. He advised that CSX has some good information on their website.

NEW BUSINESS:

- 2012 Grant Funds
 - S. Cooper reported that there is \$2,114.25 remaining and that approximately \$115.00 will be needed to pay for the required annual Public Notice.
 - C. Jewell asked if funds could be used to purchase a module for the voice/tone siren encoder (approximate cost: \$500 - \$1,000) that will allow for the sirens in a specific part of the county to be activated instead of always county-wide. The sirens can also be used to alert citizens of a nearby hazardous materials emergency. No one present knew if it was eligible and S. Cooper stated he would check with Ann Brown, Grant Manager.
 - A motion was made by R. Himes and seconded by T. Meunier to purchase the module, not to exceed \$1,000.00, if it is authorized under the LEPC grant. The motion passed unanimously.

- A motion was made by R. Himes and seconded by J. Peterson to spend \$115.00 for the required annual Public Notice. The motion passed unanimously.
- National Response Center Notifications
 - S. Cooper reported details of two Situational Awareness Reports that had been received from the National Response Center since the last meeting.
- 2013 Planning
 - Meeting location:
 - After some discussion as to where the 2013 LEPC meetings would be held, it was decided a vote would be taken at the December meeting when more members should be present.
 - Nomination of officers:
 - The current Constitution and By-Laws state in Article II: Officers and Duties, Section 1, "The officers of the LEPC shall consist of a Chair, Vice Chair, Community Emergency Coordinator, Public Information Officer, and Secretary. Said officers shall serve a term of two (2) years. Nominations for officers will be held at the last meeting of the calendar year. Election of officers will take place at the first meeting in the new calendar year. There is nothing to prohibit the same officer(s) from serving consecutive terms."

Since the Constitution and By-Laws were revised in 2011, and all current elected officers are still active members, it was decided that the nomination for officers will be held at the last meeting of the odd numbered calendar years and election of officers will take place at the first meeting in the following even calendar year.

- Agenda/Speakers/Large Meeting:
 - There was a considerable amount of discussion on this agenda item. As a result:
 - The LEPC Secretary will send out an e-mail to members soliciting their input as to what the LEPC should focus on in 2013.
 - The consensus was to have one or two large meetings next year with speakers corresponding with the focus of the LEPC in 2013. The meeting(s) should be held in a larger venue (for example – 1st floor Hearing Room at Winchester Hall), possibly held in the evening to attract more participation from businesses and the public, and shown on Channel 19.
 - The coordination of the meeting(s) will be tasked to the External Committee.
- It was recommended that the Frederick County LEPC suggest to the Chairman of the State Emergency Response Commission (SERC) that the SERC hold an annual meeting with the chairs of the locals LEPCs.

ROUNDTABLE:

- Chief Eyer
 - The Catoctin Colorfest is being held this weekend in Thurmont.
- C. Jewell
 - The new radio system went operational on September 12 and is working well. The transition was smooth and they are working on a few issues.
 - The Emergency Communications Center (ECC) at the Law Enforcement Center (LEC) is being upgraded. Twenty-four new dispatch consoles are arriving tomorrow

and the new radios will be installed in two weeks. Primary emergency communications call taking and dispatching should return to the LEC the first or second week of December 2012. The Frederick Police dispatchers will also be moving into the LEC once the work is completed.

- R. Himes
 - Only seven people signed up for the ICS 300 and 400 Course. The course will be cancelled and rescheduled next year.
 - Reported that Recruit Class 16 graduated 18 recruits last Friday night.
 - The DHS Protective Measures Course will be held at the Public Safety Training Facility (PSTF) next month. It has a law enforcement focus.
- D. Orner
 - This is the beginning of Fire Prevention Week. Stations are having open houses.
- D. Chisholm
 - The helipad has been relocated to the roof of the hospital and the ground landing pad is out-of-service.
- J. Peterson
 - The American Red Cross (ARC) has no affiliation, agreement with, or working relationship with the various board up companies/insurance adjusters who respond to fires in Frederick County. Some companies have on their vehicles that they are affiliated with the ARC. Some company representatives show up wearing red vest and white hard hats. The ARC Fraud Division is investigating.
 - D. Foreman stated some of these companies had approached Company 1 about utilizing Canteen 1 as a mechanism to get "board up" jobs. Company 1 felt that displaying their service on the side of Canteen 1 was a conflict of interest and their request was denied.
- T. Johnson
 - Reported that the Frederick County Health Department was conducting a Cities Ready Initiative (CRI) Conference at the PSTF on November 8.
 - He saw in the Frederick News Post that the Frederick Community College had received a one million dollar grant for developing a training program.
- D. Dudley
 - A Haz Mat Drill was conducted at the Frederick Water Treatment Plant on September 27. This drill was a result of the chlorine leak at the facility in 2007. From what he heard, the drill went well.
 - The Frederick Police and Frederick County Sheriff's Office Special Response Teams went through a weapons of mass destruction course together last week that was sponsored by the US Attorney's Office. The Division of Fire and Rescue Services provided support.

A motion was made by T. Johnson and seconded by D. Chisholm to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0945 hours.

The next meeting will be held on December 10, 2012, at the Division of Fire and Rescue Services, 5370 Public Safety Place, Frederick, MD 21704.

Respectively submitted by Steven Cooper, Secretary.